



2009/2010 Application ICN Sessions

Statewide Voluntary Preschool for Four- Year-Old Children

February 9, 2009

3:00 to 4:30 pm

February 13, 2009

9:00 to 10:30 am



Objectives

- Review critical dates of the Application process
- Review the purpose of this funding and critical key terms and concepts
- Review each section of the Application
- Provide references to where applicants can gain additional information and guidance, including the Technical Assistance Guidance Manual

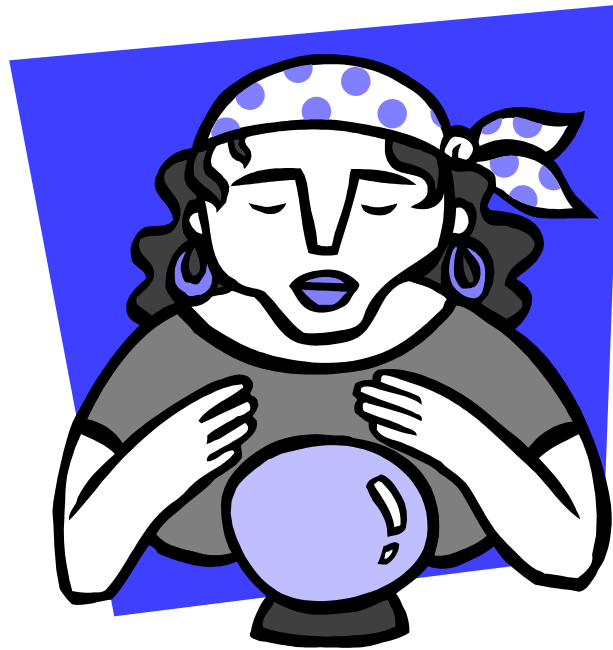


Questions

Submit in writing to
Lorri.Cooper@iowa.gov



What does the future hold?





Teleconferences

Review of Rules and Requirements

- February 17, 2009 from 1:00-3:30
- Repeated on February 20, 2009 from 9:00-11:30
- Call in phone number and directions on Department website



Application Packet

Front Cover

- Availability of Funds:

Grant Application awards are contingent on the 2010 legislative appropriation. Additional application requirements may be added if legislatively mandated.

- LETTER OF INTENT DEADLINE: March 9, 2009

- APPLICATION DEADLINE: March 30, 2009

- Contact: Lorri Cooper, Preschool Consultant at Lorri.Cooper@iowa.gov



Application Packet Table of Contents

- **SECTION I** – OVERVIEW OF STATEWIDE VOLUNTARY PRESCHOOL PROGRAM FOR FOUR-YEAR-OLD CHILDREN (page 5 of 34)
- **SECTION II** – GENERAL APPLICATION INFORMATION (page 8 of 34)
- **SECTION III** – INSTRUCTIONS FOR WRITING THE APPLICATION (page 17 of 34)
- **SECTION IV** - SCORING (page 29 of 34)
- **SECTION V** – APPLICATION FORM (page 1 of 22)



SECTION I – OVERVIEW OF STATEWIDE VOLUNTARY PRESCHOOL PROGRAM FOR FOUR-YEAR-OLD CHILDREN

■ Purpose

- ☐ Statewide Voluntary Preschool for Four-Year-Old Children
- ☐ For the application process

■ Key Terms and Concepts

- ☐ Applicant
- ☐ Eligible children
- ☐ Program standards
- ☐ Teacher and Staff



SECTION II – GENERAL APPLICATION INFORMATION

- Funding for the Statewide Voluntary Preschool Program for Four-Year-Old Children is limited; therefore, the application process is highly competitive and it is likely that not all applicants will receive funding.
- All required components of the application must be completed following the stated instructions and submitted in a timely manner in order to be considered for funding.
- Applicants must use the 2009/2010 Application that is posted on the Department website.



Legislative Priorities

- **Priority** shall be given to school districts that have a high percentage of children in poverty and such children shall receive first priority for the programs.
- **Priority** shall be given to school districts that do not have existing preschool programming within the school district boundaries.



Legislative Considerations


- **Consideration** shall be given to school districts with established, high quality, community partnerships for the delivery of preschool programming that are seeking to expand access.
- **Consideration** shall be given to the size of school districts in large, medium, and small categories in order for there to be equitable statewide distribution of preschool program services.

Inquiries

- All questions related to the interpretation of the application and the selection process must be submitted in writing ***exclusively to*** Lorri Cooper by March 23, 2009.
- Written responses to questions received will be available on the Iowa Department of Education website in the document titled “Frequently Asked Questions” (FAQ) regarding the Statewide Voluntary Preschool Program for Four-Year-Old Children.
- Oral questions will not be accepted in person or via telephone
- Unauthorized contact regarding this application with other Department employees other than Lorri Cooper may result in disqualification.

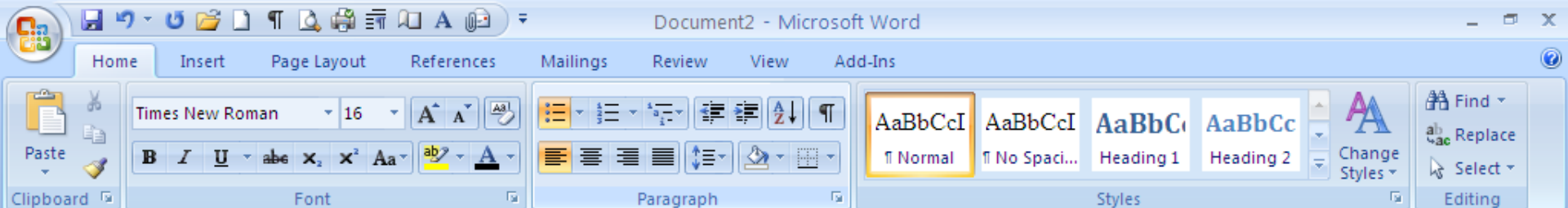
Rejection of Applications

- The Department reserves the right to reject, in whole or in part, any or all applications.
- Reasons for potential rejection of Applications:
 - The applicant fails to deliver or postmark the application on or before March 30, 2009.
 - The applicant fails to include required information or fails to include sufficient information to determine whether an application requirement has been satisfied.
 - The applicant fails to follow the application format instructions.
 - The applicant alters the Application Form found in Section V.

- 
- ❑ The applicant provides misleading or inaccurate answers.
 - ❑ The applicant states that a mandatory requirement cannot be satisfied.
 - ❑ The applicant's response materially changes a mandatory requirement.
 - ❑ The applicant fails to respond to the Department's request for information or documents.
 - ❑ The applicant fails to include any **original signature**, certification, authorization or stipulation requested by this application.
 - ❑ The applicant initiates unauthorized contact regarding the application with a Department employee.

Format Requirements:

- Narrative is limited to page numbers specified in each section;
 - Collaboration: Community Partners and Relationships
Narrative is limited to six (6) pages
 - Community Assets and Needs Providing Quality
Preschool Programming Narrative is limited to six (6) pages
- *If the number of narrative pages exceeds the maximum limit, the additional pages will not be read or scored.*
- **Narrative responses must be double-spaced, single-sided, with one-inch margins on the top, bottom and sides.**
- **Tables included in the narrative responses must meet the double-space requirement.**
- Provide page number and school district number at the bottom of each page (footer).
- Font size must be a minimum of 12 point.



Format Requirements:

- Four (4) copies of the application and Appendix (one original and three copies) must be submitted together by the due date. The application can be delivered in person to the Grimes State Office Building, 400 East 14th Street, Des Moines, 3rd Floor lobby, by 4:30 p.m. on March 30, 2009 or be mailed and postmarked on or before March 30, 2009.
- The original application must be signed by the school superintendent and board president/designee, preferably in blue ink. No signature stamps are allowed. The three copies of the application may be reproduced, including signatures.
- Documents are not to be submitted in a three-ring binder or encased in page protectors.
- Applicants using US postal service are advised to mail the application with a tracking receipt. If applicant has not received such notice from the Department within three days of mailing, the applicant is encouraged to contact MaLinda Hugh-Reynolds, secretary at the Department.
- All items forms included in the application must be completed and submitted with the application. **No redesign of these forms is permitted.**



APPLICATION REVIEW AND AWARD PROCESS

- All eligible applications will be reviewed and scored by trained reviewers using a point system specified in the application requirements.
- The Department shall have the final discretion to award funds. The funds for the Statewide Voluntary Preschool Program for Four-Year-Old Children will be distributed as described in the selection criteria section of this application.
- The Department shall notify all applicants within 45 days following the application due date. Contracts shall be provided to each successful applicant. This contract shall be signed by an official with authority to bind the applicant and shall be returned to the Department prior to the award of any funds under this program.



The Letter of Intent Form (page 16 of 34)

- **Submit via U.S. mail, fax, or email (fax or email preferred) by March 9, 2009. If sent via U.S. mail, the letter should be postmarked on or before March 9, 2009.**
- **Submit the Letter of Intent Form to:
MaLinda Hugh-Reynolds, Secretary**
- **See Application for contact information**



Letter of Intent

_____ My district intends to submit an application for the Statewide Voluntary Preschool Program for Four-Year-Old Children.


_____ My district has reviewed the application instructions and format submission requirements (see Section III, Instructions, page 19).

_____ The district understands that this “Letter of Intent” to apply is not binding. At any time prior to the application due date, the district may choose not to apply.

SECTION III – INSTRUCTIONS FOR WRITING THE APPLICATION and SECTION V – APPLICATION FORM

Application Components:

- A. Cover Page
- B. Table of Contents
- C. Assurances
- D. Community Partners and Collaborative Relationship
 - 1. Collaboration: Community Partners and Commitment Form
 - 2. Collaboration: Community Partners and Relationships Narrative
- E. Community Assets and Needs for Providing Quality Preschool Programming
 - 1. Analysis of Preschool Data Form
 - 2. Community Assets and Needs for Providing Quality Preschool Programming Narrative
- F. Site and Classroom Information
 - 1. Site Information Form(s)
 - 2. Classroom Information Form(s)
- G. Preschool Budget Form
- H. Appendix
 - 1. Letters of Support
 - 2. Letters of Dissent
 - 3. Documentation of Stakeholder Involvement
 - 4. Other Descriptive Documents



For additional information, see the [Technical Assistance Guidance Manual](#) for the Application for the Statewide Voluntary Preschool Program for Four-Year-Old Children. The Technical Assistance Guidance Manual is posted on the Department website. ALL APPLICANTS ARE HIGHLY ENCOURAGED TO REVIEW THIS GUIDANCE



Part A of the Application: Cover Page (page 2 of 22)

- First visible page of Application
- Required, not scored
- Board approval is required
- DE completes
 - Size of district as of 2007
 - Small -- under 399
 - Medium -- 400 to 2499
 - Large -- 2500 or more
 - Kindergarten enrollment and 3-year-average
 - Date Application received or postmarked



Part B of the Application: Table of Contents (page 3 of 22)

- Required, not scored
- Applicant will insert page numbers in the column on the right side that correspond with pages in their Application
- Insert other descriptive documents in the Appendix and note on the Table of Contents Appendix section



Part C of the Application: Assurances (page 4 of 22)

Only those applicants that certify Assurances will be implemented upon the start of the program shall be considered for funding.

All partners must also meet the Assurances.



Part D of the Application: Community Partners and Collaborative Relationships (page 7 of 22)

Scored

Total 56 Points

Consists of two sections

- Collaboration: Community Partners and Commitment Form (page 7 of 22)
- Community Partners and Collaborative Relationships Narrative (page 20 of 32)




Part E of the Application: Community Assets and Needs for Providing Quality Preschool Programming (page 23 of 34)

Scored

128 Points

- Analysis of Preschool Data Form 1 and Form 2 (pages 11 and 12 of 22)
- Community Assets and Needs for Providing Quality Preschool Programming Narrative (page 24 of 34)



Part F of the Application: Site and Classroom Information Forms (pages 14-17 of 22)

Required, Not scored

One Site Form for each Site

One Classroom Form for each session of
Preschool

Part F of the Application: Site and Classroom Information Forms

Employer of Licensed Teacher		Site Location
Option 1 (Definition)	District	District Building <ul style="list-style-type: none">○ District ECSE○ District preschool○ Head Start○ Shared Visions

Part F of the Application: Site and Classroom Information Forms

Employer of Licensed Teacher		Site Location
Option 2 (Definition)	Community	Community Childcare Center <ul style="list-style-type: none">○ Childcare Center○ Nonpublic/Faith-Based School○ Community Preschool○ Head Start○ Shared Visions



Part F of the Application: Site and Classroom Information Forms

Employer of Licensed Teacher		Site Location
Option 3 (Definition)	District	District Program in Community Site <ul style="list-style-type: none">○ District ECSE○ District preschool○ Head Start○ Shared Visions




F. Site and Classroom Information Forms

(p. 24 of 32)

Classroom Information Form

Provide one for each classroom located at a site (Option 1, 2, and 3)



Part G of the Application: Preschool Budget Form (pages 18-21 of 22)

Required, Not Scored

Part One

Eligible Four-Year-Olds

Total Budget Request



Part G of the Application: Preschool Budget Form

Preschool Budget Form – Part Two

Options 1, 2, and 3

- Completed for each Site Location Option
- Indicate name of school building or partner
- Indicate number of classrooms
- Estimate the budget for the categories listed
- Provide an estimate of the allocation to each partner based on program needs



Statewide Voluntary Preschool for Four-Year-Old Children

Finance Information

Districts receive grant funds their first year

Their next year, and subsequent years, districts receive preschool foundation aid based on Certified Enrollment count Oct. 1

Funds may be carried over but must be spent categorical to preschool



Statewide Voluntary Preschool for Four-Year-Old Children

Finance

Restriction on supplanting. State funding received under this program shall be used to supplement, not supplant, other public funding received by the applicant district as the result of the participation of any eligible children if funded from another state or federal source such as Head Start, shared visions, or community empowerment. This restriction is applicable only for costs related to instructional time as described in rule 16.3(4).



Scoring Rubric

- Section IV of the Application Packet
(p. 29-34 of 34)

Technical Assistance Guidance Manual

Introduction	5
Definitions	6
Technical Assistance Specifically Aligned with the Application	
• Community Partners and Collaborative Relationships	8
• Community Assets and Needs for Providing Quality Programming	15
• Site and Classroom Information	23
• Preschool Budget Form	24
Program Requirements in Accordance with 281—Iowa Administrative Code chapter 16	26
Community Collaboration	34
Joint Planning for Successful Collaboration	37
Developing Shared Agreements/Contracts	40

Statewide Voluntary Preschool for Four-Year-Old Children

- ❖ Application Questions must be submitted in writing to Lorri.Cooper@iowa.gov by March 23, 2009
- ❖ For additional information including the Technical Assistance Guidance Manual as well as the list of Frequently Asked Questions see the Department website: <http://www.iowa.gov/educate/content/view/940/1103/>



Thank you!